

**SECRET**

66-772/1

28 FEB 1966

**MEMORANDUM FOR: Deputy Director for Science & Technology****Bud:**

This is in regard to the attached report from your office concerning first-class travel arranged by the OSA Travel Officer for the quarter ending 31 December 1965. The statistics reported require greater elaboration. It will be necessary to know the official capacity of the travelers, the itineraries involved, and the reasons for the travel in these cases.

I do not agree with [redacted] suggestion that future reports of this kind be discontinued. The Deputy Director for Support, as a result of the recent survey of travel administration by the Inspector General, is in the process of arranging for ways and means to keep abreast of the trends and patterns of premium-cost travel within the Agency. I therefore ask that you consult with the Deputy Director for Support and arrange for future OSA premium travel reports to be made to the DD/S.

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/s/  
**L. K. White****Executive Director-Comptroller**

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**Attachment****cc: DD/S****O/ExDir/HKnoche:blp (25 Feb 66)**  
**Distribution:**

Original - Addressee w/att

1 - DD/S w/cy att

✓ 1 - ER w/cy att

1 - ExDir w/cy att

Handwritten note from ExDir (on original, but not on DD/S copy):

"While I have a high regard for [redacted] I would like to feel that things which are important enough for me to worry about are of equal importance to you. Your own signature would give me this assurance. LKW"

GROUP 1  
excluded from automatic  
downgrading and  
declassification

66- 172

21 FEB 1966


DD/S&T 1017-66

MEMORANDUM FOR: Executive Director-Comptroller  
SUBJECT : DD/S&T Use of First-Class Travel

1. For your information, we have attached a summary of first-class travel used by employees who have availed themselves of the services of the OSA Travel Officer for the quarter ending 31 December 1965.

2. In making our analysis we noted, by and large, two reasons were ascribed for first-class travel usage. First, "first-class was the only accommodation available" and, second, "the traveler accompanied other persons who for any number of reasons were traveling first-class."

3. It is our understanding, based on conversations with the Executive Officer, DDS, that detailed reports on the usage of first-class travel will not be required as was initially recommended by the Inspector General in his survey of Travel Administration, except in certain cases. Unless advised otherwise by you, we will discontinue submission of the type of reports we offered to prepare and forward in our memorandum of 27 November 1965 (DD/S&T 5341-65-1).

  
Executive Officer  
Directorate of  
Science and Technology

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Attachment: A/S

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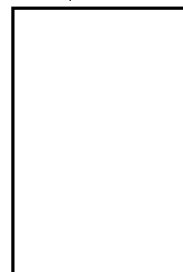
**Attachment**

**Travel Vouchers Processed by OSA for**  
**Quarter Ending 31 December 1965**

**Total Trips (all travel)**

**Total First-Class Travel**

**Percentage of First-Class Travel**



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